



Position Announcement

Today's Date: 4/27/2016

Posting #: 8446

Job title: Career Development Facilitator

FLSA/ Code/ Status: Nonexempt / 1223 /CUB unrepresented

Location: Employment Connection Center

Salary: Annual rate starting at \$33,263

Status: Fulltime- Regular

Position Overview:

A **Career Development Facilitator** job responsibility involves providing a variety of supportive employment services designed to enhance participants' employability. This includes combinations of the following activities: case management, counseling, and assessment, employability development planning, motivational and world of work workshops, job development and placement.

Essential Duties and Responsibilities:

- Develop and conduct workshop sessions which seek to accomplish one or more of the following objectives: 1) Provide instruction in job seeking, job retention and all related aspects of the world of work, 2) Motivate interest; 3) Build self-esteem; and 4) Foster positive attitudes.
- Recruit and screen enrollees for eligibility based on legislative funding and make appropriate referral and placement in training opportunities and/or jobs
- Assesses customers' employment needs, skills and abilities
- Assist customers in developing an employment development plan and modify plan as circumstances warrant
- Achieve program performance goals regarding enrollment, retention, completion and placement in jobs, colleges or further training
- Administer and interpret the scores of various evaluation instruments
- Identify support services needed and makes referrals as appropriate
- Assesses customers' adjustment and progress toward attainment of program objectives on worksites, in workshops and educational components
- Monitor worksites to determine client progress and provide support for assigned enrollees and employers
- Track and document customer progress through system and intervene as necessary
- Perform other duties as required.

Knowledge, Skills and Abilities:

- Develop, foster and maintain effective working relationship with MOED clients, program participants/ customers, co-workers, public and private agency staff
- Verbal and written communication skills; Presentation skills to conduct workshop training
- Solid organizational skills; execute work assignments on time in format required
- Advance beginner to intermediate skill level in MS Office Product Suite to include MS Word, Excel, Outlook
- Capable of learning and using designated Agency and/or City/State software programs as required

Required Education & Experience:

- Two years of college with coursework in Psychology, Human Services or Public Administration
- Two years of experience in vocational rehabilitation, job development, or related human service field
- Global Career Development Certification is preferred.
- Equivalent combination of acceptable education and experience

Special Requirements:

- Maryland driver's license and daily access to an automobile
- Criminal Background Investigation

MOED Employees receive priority consideration for open positions and must within 5 days of internal posting. All other qualified applicants should submit a resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132, via email: resumes@oedworks.com. Please place job title and posting number in the subject line. MOED is an Equal Opportunity Employer.